



Shri Marigold CHS Limited  
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SHRI MARIGOLD CHS LTD

VALLEY OF FLOWERS

RESPONSIBILITIES & DOs & DONTs  
FOR THE RESIDENTS /  
MEMBERS OF  
SHRI MARIGOLD CHS LIMITED

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**RESPONSIBILITIES AND LIABILITIES OF MEMBERS**  
**(Dos & DON'Ts)**

**Objective of this Document:**

To live peacefully in Shri Marigold CHS Limited, the foundation is agreement amongst members over subjects of common concern. These subjects of common concern have been evolved from concept of mutuality and co-operative spirit. These have been transformed into etiquettes, rules, bye-laws and laws etc. so that the members do not forget their responsibilities as well as liabilities towards the society.

The following DOs & DONTs have been framed keeping in view the above principles.

**1. INTERNAL RENOVATION or similar WORK to be carried out:**

Residents & owners intending to do any tenable repairs ( like painting, plastering, of walls, changing floor tiles, repairing of WC / bath, or washing places, repairing or replacing sanitary water plumbing or electrical fittings, etc. ) should first apply to the Managing Committee for its approval in writing before commencement of work

No additional / alterations are to be made to the exterior of the building. Change in size, design or position of Grill is not permitted

- The contractor and workers must be in possession of photo passes issued by the Society office.
- The workers are not allowed beyond specified timing and vacate flat by 07.30 p.m. They are not allowed to stay inside the flat for night.
- The contractor will take care of the discipline of his workers to ensure that they do not create any nuisance / disturbance or inconvenience to the other residents and will be held responsible for the misconduct of workers employed by him.
- While working on drain outlets in the toilets, kitchen etc., the contractor will take all precautionary measures and avoid clogging of pipelines by throwing of debris etc., which is likely to cause problem to residents.
- Heavy luggage / material furniture, cupboard, plywood sheets cement bags, is not to be carried in lifts,
- Defacing of walls, terrace, passages, and common areas by those carrying out renovation work is not permitted.
- The contractor and flat owners will jointly be responsible for cleaning the premises after completing the day's work.



- Following work hours must be observed for renovation work.

**Mon – Sat: 9.00 AM to 07.00 PM**  
**Silent hours: 02.00 PM to 04.00 PM**  
**No work on Sundays, National & Other Holidays.**

- Contractors are not allowed to carry material in the lifts.

## 2. USES OF LIFTS / ELEVATORS

- The lift door should not be pulled / pushed forcefully.
- It should be allowed to close automatically.
- Switch off the lift fan when not required / on disembarking lifts.
- Heavy luggage / material is not allowed to be carried inside lifts.
- Pets are not allowed inside the elevators.
- One of the elevators in each wing will remain Out Of Operations during the hours specified separately.

## 3. DRIVERS & DOMESTIC SERVANTS:

- Inform the Society office before employing any Driver/ Domestic servant / Delivery person (i.e. Milkman, Newspaper, Vendor, etc) and obtain a photo ID for him / her.
- Ensure to collect photo ID from the driver, domestic servants causing to work for you and hand over to the society.
- It is for your Safety and Security to carry out a Police Verification from the local Police Station before employing the Domestic Servant / Driver. Police verification of domestic servant is an essential prerequisite for safety & security and is the responsibility of employer.
- If Member discontinues the Services of the maid servant / driver, please inform the Society office to stop their entry in the premises with immediate effect. If the resident requires their presence frequently, they should inform the society accordingly.

## 4. GENERAL CLEANLINESS

To ensure that the complex always remains clean and has healthy environment, please

- Do not throw/ dump garbage/ waste articles materials in the premises, parking and duct areas.
- Do not spit inside the compound.
- Do not water the plants indiscriminately or wash balcony as it leads to spoilage of balconies, curtain, clothes of the members



staying on the floors below you and dripping of water spoils the aesthetics of the entire structure.

- Before washing balcony, inform residents staying below your floor, requesting them to close their windows so that their belongings are not spoiled.
- Do not use phenyl water as its accidental fall in the eyes can cause blindness. Phenyl is otherwise a deodorant and not antiseptic.
- Do use trays under the plants so that excess water collects in the containers. Plant lovers should know the water requirements of the plants.
- Do keep receptacles under AC water flow & dispose off water regularly.

#### 5. PETS

- Only immunized pets with Valid Municipal License / Registration papers are permitted to be kept inside the flat.
- Pets are not allowed in the gardens.
- If any pet defecates / messes up the complex area, it is the pet owners' responsibility to clean it.
- Please register your pets with Society office.

**6. SUB- LETTING OF FLAT:** In their own safety as well as of the Society, please follow the correct procedures for letting your flat as given in byelaw 43, 44, and 45. Be vigilant that your flat is not used for undesirable activities and tenant does not create any nuisance for other occupants.

**7. Playing Music:** The residents must be aware that playing loud music creates nuisance to other residents. Playing loud music is **STRICTLY PROHIBITED** in your Society. If you wish to play loud music for any religious functions, please seek the prior permission of the Society.

**8. Parking:** Please affix authorised car parking **STICKER** for getting your vehicle in your own parking slot only and ensure that it does not obstruct or occupy someone else's parking lot. Reverse horns are not permitted under section 119 (2) of Motor Vehicle Act 1998 and attracts a fine of Rs. 500/- .

#### 9. RESTRICTIONS ON STORAGE ITEMS

- Please do not keep any personal items out side on landing; staircases, lobbies or terraces, stilt parking. It may cause a "FIRE HAZARD". The property Manager has been authorised to remove and dispose off these items without any notice.



- Do not stock or store any kinds of goods or material which requires permit / license from the competent authority under laws of the land. (Please refer BYE LAW 49)

**10. WATER IS PRECIOUS CONSERVE WATER:** Please insure there is no leakage from the taps in your Flat.

**11. DAMAGE TO SOCIETY PROPERTY:** Do not allow your children to play with lifts, intercom, and video door phones. This may cause damage to the equipments. This is your property; please help us protect the same.

**12. Procedure for subletting has Flat on Leave and Licence or Caretaker basis.**

Subletting of Flats / giving on taker basis is permissible under permission of the Society as per bye Law 41, 42, 43, of the Model Bye Laws of the Society.

Following procedure is to be followed:-

1. Download, Print and complete the application forms available on [www.shrimarigold.in](http://www.shrimarigold.in)
2. Submit the completed set of application forms to the Society Office.
3. The Secretary of the Society will scrutinize and place the application before the meeting of Committee, held next after receipt of the application.
4. On approval, the applicant will be informed and issued permission to sublet the flat (By endorsement on the application or issue of separate letter.)
5. The applicant will then submit the following documents.
  - I. Form II
  - II. Leave & Licence agreement duly registered after payment of stamp duty.
  - III. Police verification form.
  - IV. Tenants profile Performa.
6. On receipt of above documents the Hon. Chairman / Secretary will interview the tenant to verify the bona fides and endorse the documents so that 'No objection Certificate' can be issued to the tenant to move in his belongings. Interview is to know the tenant in person.
7. The member can then advise his tenant to move in and shift his belongings on any working day, between 1000 Am and 06.00 PM and except on Sundays and holidays.



### **13. PROCEDURE FOR KEEPING PAYING GUEST**

The rules applicable to paying guests are same as that application to care taker / tenants. Please obtain prior approval of the Society before keeping a paying guest. Additionally, the following points are to be kept in mind.

- Non-occupancy charges will be lived as per Bye Laws i.e. 10% of services charges.
- Obtain Police clearance by applying on Verification Performa. It is for your safety.
- If a person is your relative please give a notarized affidavit to that effect for records.
- You will be solely responsible for the conduct of your paying guest.

### **14. Procedure for vacation of the premises by the tenant / Paying Guest**

Submit an application on form available at [www.shrimarigold.in](http://www.shrimarigold.in) to the Hon. Secretary indicating the intentions to vacate the rented flat on completion of period of tenancy. This application must be submitted at least 7 days before vocation so as to obtain a NOC, so that your belongings are permitted to be taken out of premises.

As a member, please ensure

- That you have cleared all the dues of the Society.
- The servant / driver passes have been surrendered to the PM'S office.
- The bills of cable operator, Newspaper vendor, milkman etc., have been cleared.
- No shifting of households on Sundays / Holidays and after 7.00pm.